

# **REQUEST FOR PROPOSALS for an Environmental Impact Report**

Placer Local Agency Formation Commission (LAFCO) is soliciting proposals from qualified Consultants to prepare an Environmental Impact Report for the proposed Incorporation of the Town of Olympic Valley.

**REQUEST FOR PROPOSALS**  
**Olympic Valley Incorporation**  
**Environmental Impact Report**

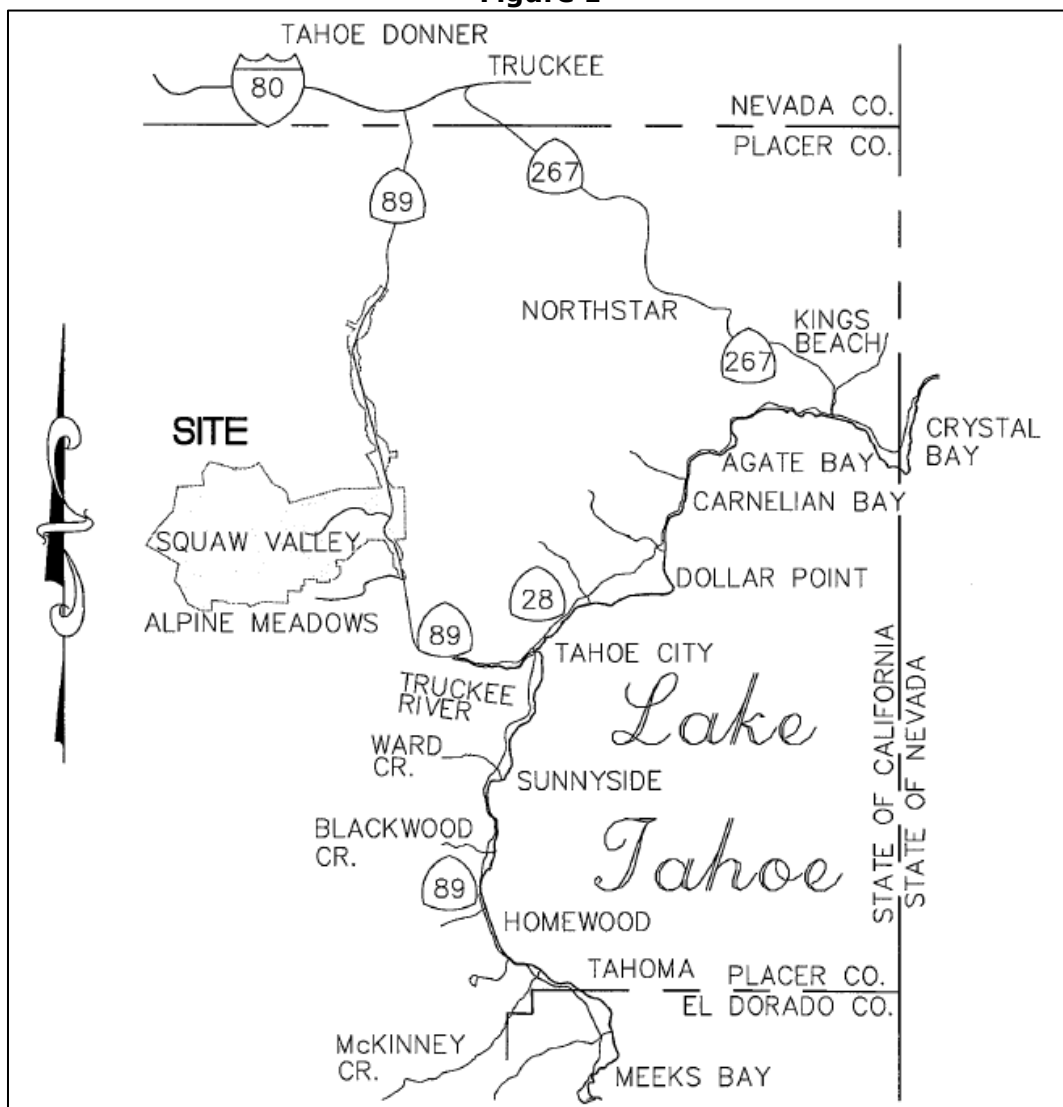
**OBJECTIVE**

The Placer County Local Agency Formation Commission (LAFCO) is seeking proposals from professional service firms to prepare an Environmental Impact Report (EIR) for the proposed incorporation of the Town of Olympic Valley. Placer County LAFCO has received and certified a petition requesting incorporation of the community. According to the Office of Planning and Research (OPR) document entitled *A Guide to the LAFCO Process for Incorporations* (hereafter referred to as the Incorporation Guide within this document), incorporations are projects subject to the California Environmental Quality Act (CEQA) and require environmental review. Placer County LAFCO, as the Lead Agency for CEQA review, must prepare the required documentation and may charge the incorporation applicant fees to cover costs. Per the Incorporation Guide, the environmental documentation must address the possible environmental impacts resulting from the incorporation, but does not need to speculate on impacts which may result from unknown future city council actions. Based upon the information submitted to date for the proposed incorporation, Placer County LAFCO, as lead agency, has determined that an EIR is necessary to be prepared to evaluate the potential environmental effects associated with the incorporation proposal. The EIR must conform to the requirements in the CEQA Guidelines and provide all of the analysis required by LAFCO law, thereby enabling Placer County LAFCO to rely upon the EIR for decision-making purposes. The environmental review process must be completed before LAFCO can make a final decision on the incorporation proposal.

**BACKGROUND**

Olympic Valley (also known as Squaw Valley) is currently an unincorporated community located west of Highway 89, between Highway 28 and Interstate 80, northwest of Lake Tahoe (see Figure 1). The community of Olympic Valley consists of approximately 1,000 year-round residents with 560 registered voters. However, transient seasonal and daily visitor populations peak during the winter holiday period, with increases to between 20,000 and 25,000.

Olympic Valley, site of the 1960 Olympics, is a valley primarily surrounded by conservation and wilderness areas on national forest lands. To the south of Olympic Valley is Alpine Meadows, which includes a ski area, a residential mix of single-family homes and condominium developments, office space, and open space and conservation areas, including wilderness areas. Roads connecting Olympic Valley and Alpine Meadows do not currently exist, with the exception of Highway 89. The Truckee River is located opposite of Highway 89 to the east. The Olympic Valley area currently has a variety of land uses, including single-family residential, condominium/mixed-use development, commercial, hotel and resort, recreational, and ski facilities. Land use designations per the 1983 Squaw Valley General Plan and Land Use Ordinance include a mix of residential, Forest Recreation and Open Space, Village Commercial, Alpine Commercial, Entrance Commercial, and Conservation. Small areas of Heavy Commercial are mainly used for ski area maintenance.

**Figure 1**

According to the incorporation application, the applicant, Incorporate Olympic Valley, proposes to incorporate Olympic Valley in order for the community to obtain greater self-determination, including better utilization of the revenues generated in Olympic Valley, improvement of public services such as road maintenance and snow removal, increased prioritization of new services such as winter plowing of the bike trail, and obtaining local jurisdiction over land use and development.

### **PROPOSED PLAN OF SERVICES**

Currently the community receives services from Placer County, the Squaw Valley Public Service District (SVPSPD), Tahoe City Public Utility District (TCPUD), and CAL FIRE. Placer County provides health and human services, welfare, child protective services, judicial services, animal control, law enforcement, road maintenance, snow removal, planning and building, code enforcement, and park maintenance (contracted to Tahoe City Public Utilities District). The SVPSPD provides water and sewer services within the Olympic Valley portion of the proposed incorporation area, as well as trash and fire protection and emergency medical services within the entirety of the proposed incorporation area. CAL FIRE provides wildland

fire suppression services and prevention. The TCPUD provides water and sewer services, as well as maintenance of the Truckee River Trail, within the Highway 89 corridor portion of the proposed incorporation area.

Upon incorporation, the application indicates that SVPSD would continue to provide water, sewer, and solid waste services to the incorporated community (note: TCPUD would be expected to continue to provide water and sewer services to the Highway 89 corridor portion of the incorporation area). Placer County would continue to provide health and human services, welfare, child protective services, and judicial services. The Town of Olympic Valley intends to provide, on a contract basis, road maintenance; snow removal; planning; building and engineering services; code enforcement; and park maintenance. The application indicates that it is the applicant's intent to contract with Placer County for law enforcement, animal control, and accident investigation. With respect to wildland fire suppression, the applicant intends to contract with CAL FIRE.

## **PROJECT DESCRIPTION**

The proposed project is the incorporation of the Town of Olympic Valley. The boundaries of the proposed incorporation consist of approximately 15 square miles and are coterminous with the boundaries of the SVPSD (see Figure 2 and Figure 3). The boundaries include a narrow corridor to the north and south along Highway 89 at the eastern border of the valley. Several single-family residences are located within the corridor, on the east side of Highway 89. Just south of the incorporation area is the entry to Alpine Meadows. Placer County LAFCO anticipates that the Sphere of Influence will be the same as the city limits.

Section 57376 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) requires that the new Town Council shall, immediately following its organization and prior to performing any other official act, adopt an ordinance providing that all Placer County ordinances previously applicable shall remain in full force and in effect as city ordinances for a period of 120 days after incorporation. The act of incorporation, if approved, will not alter either the existing County zoning designations or proposed land uses, or development within the Olympic Valley community. Furthermore, Placer LAFCO may not exercise direct land use authority during its consideration of the proposed incorporation of Olympic Valley. Government Code Section 65360 states that the legislative body of a newly incorporated city shall adopt a general plan within 30 months following incorporation.

## **SCOPE OF SERVICES**

Placer County LAFCO is the client for the requested services and desires the consultant to prepare an independent and impartial EIR for the proposed incorporation of the Town of Olympic Valley based on all available information. The EIR will become the property of Placer County LAFCO and is subject to LAFCO's review and comments. The analysis will be prepared in a manner consistent with State law, the current OPR Guide to the LAFCO Process for Incorporations, and Placer County LAFCO's policies regarding incorporations. Unless otherwise stated in the final contract, the consultant will be responsible for all data collection and analysis, and may be asked to provide support to LAFCO staff in the presentation of the EIR results.

Figure 2

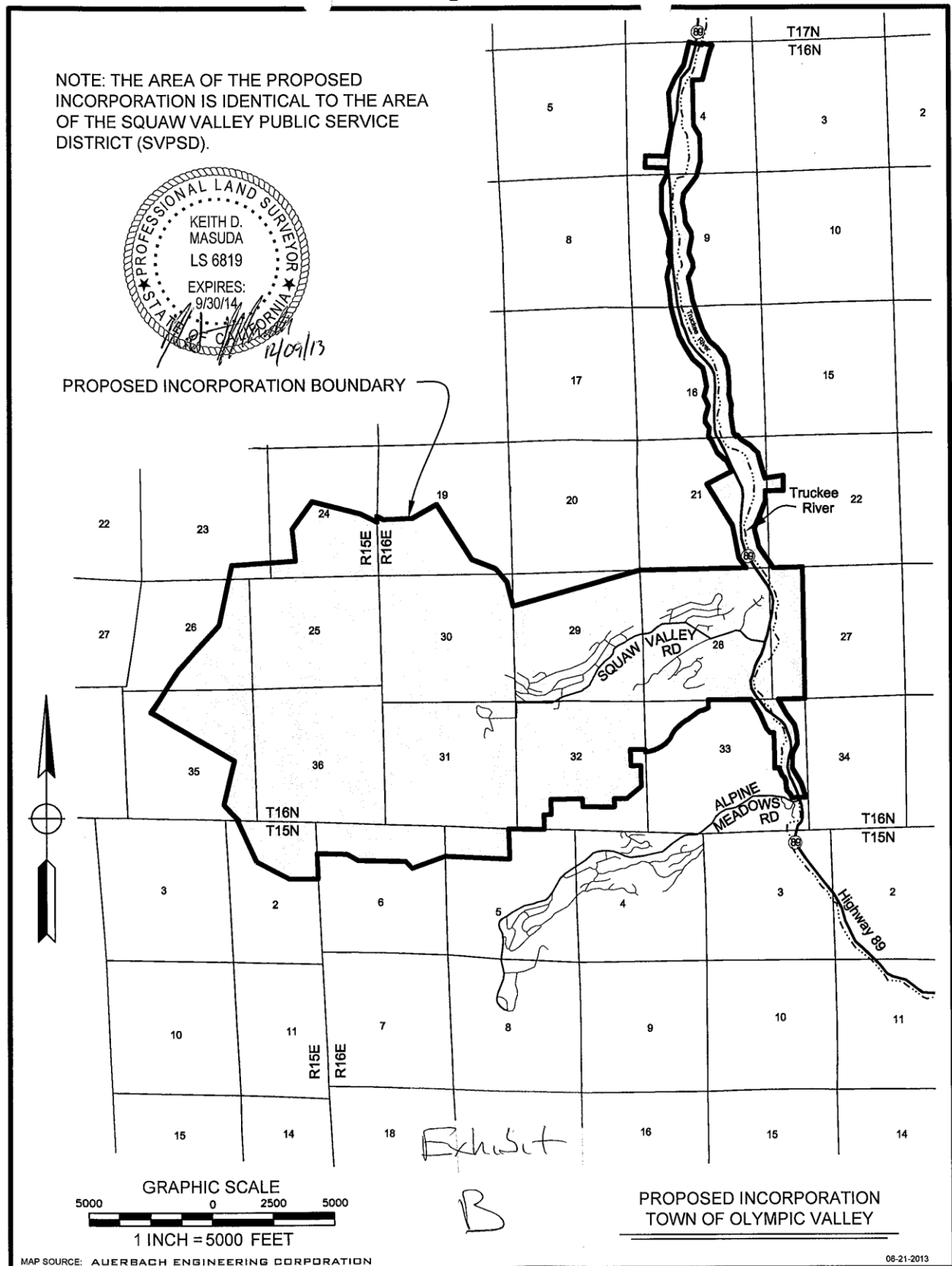
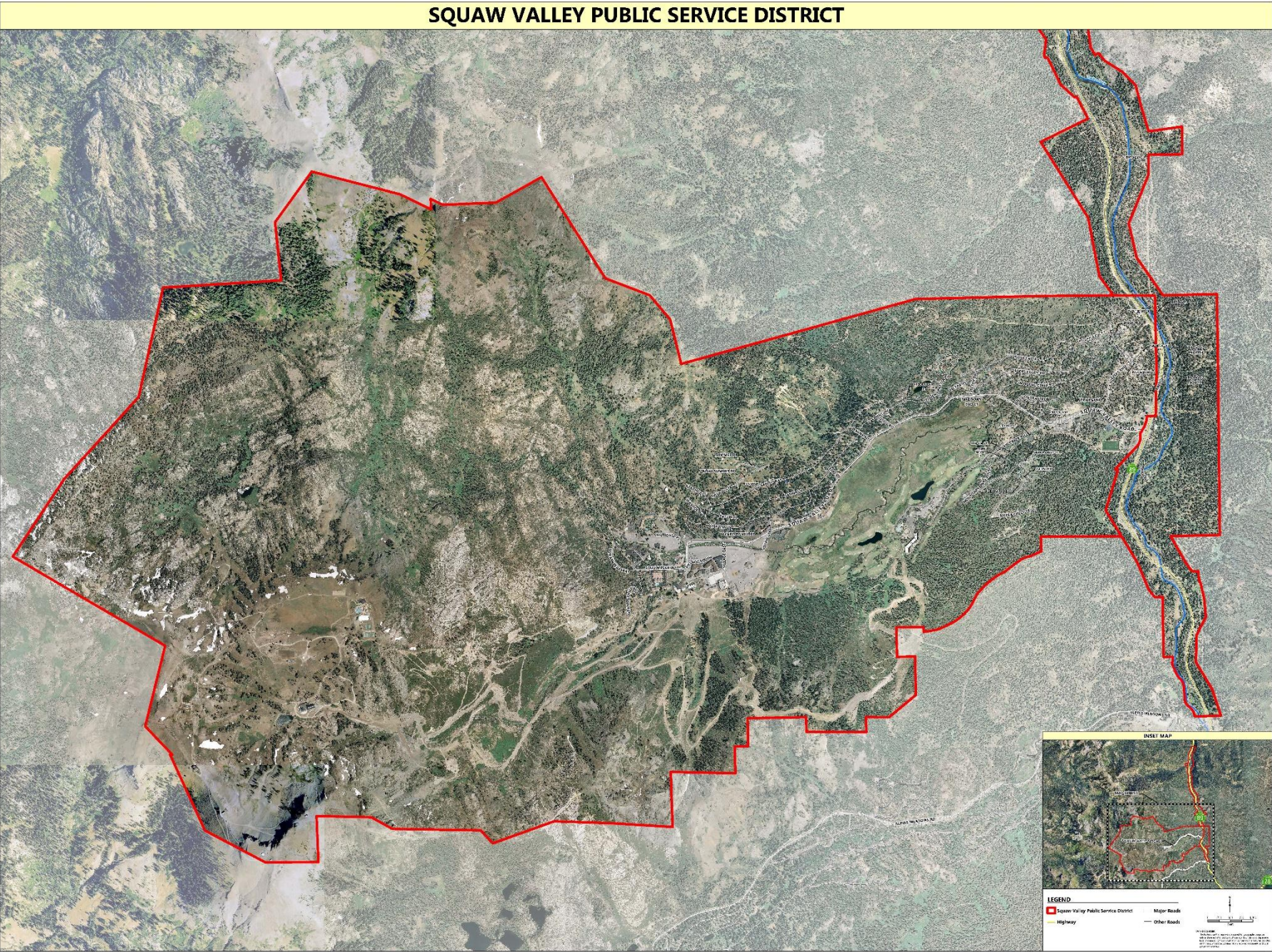




Figure 3





Working with its contract environmental planning consultant, Raney Planning and Management, Inc. (Raney), Placer County LAFCO released a Notice of Preparation (NOP) of an EIR for the Olympic Valley Incorporation Project on October 27, 2014. An NOP Scoping Meeting was held by Placer County LAFCO on November 18, 2014 at the Squaw Valley Public Service District, Community Room, 305 Squaw Valley Road, Olympic Valley, CA. The NOP public review period closed on November 26, 2014 and a total of 25 comment letters were received from State and local agencies, and members of the public.

#### AVAILABLE INFORMATION

The following documents will be made available to the selected consultant to aid in preparation of the duties discussed below:

- Incorporation application submitted to LAFCO, including:
  - Plan for Services
  - Transfer of Services and Responsibilities
- Squaw Valley General Plan and Land Use Ordinance (1983)
- Notice of Preparation (NOP) for the EIR and comments received during the NOP Scoping period
- Municipal Service Review for Squaw Valley Public Services District (currently in preparation)
- Comprehensive Fiscal Analysis (currently in preparation) in accordance with Government Code Section 56800. The Comprehensive Fiscal Analysis will include determinations regarding 1) whether or not the proposed city is fiscally viable and 2) the fiscal impacts to Placer County and other affected agencies, including a determination of the status of revenue neutrality.

#### DUTIES

Duties and information required as part of the scope of services should include the following:

1. Preparation of an Initial Study;
2. Preparation of a Draft EIR;
3. Preparation of a Final EIR; and
4. Meeting attendance.

##### *1. Preparation of an Initial Study*

The first duty of the consultant would be to prepare an Initial Study to focus the content of the EIR onto those topics that warrant further analysis in the EIR. Each CEQA topic in Appendix G of the CEQA Guidelines shall be evaluated at the appropriate level of detail. For purposes of this Request for Proposals (RFP), Placer County LAFCO has assumed that the Initial Study analysis will identify the need for the following EIR chapters:

- Land Use and Planning;
- Public Services;
- Utilities; and
- Climate Change.

The Initial Study shall be an attachment to the Draft EIR.

## *2. Preparation of a Draft EIR*

The Draft EIR shall include all sections required by CEQA Guidelines Sections 15120 through 15132, including the executive summary, introduction and project description, setting, assessment of environmental impacts, identification of required mitigation measures for each of the environmental issues if determined necessary, and a complete list of the authors responsible for the environmental analysis. The Draft EIR shall provide an analysis to evaluate the potential environmental effects associated with incorporation of the Town of Olympic Valley. Comments received on the NOP shall be reviewed and incorporated, as appropriate. The Draft EIR will be reviewed by LAFCO staff and its contract environmental planning consultant for adequacy and accuracy.

The environmental analysis shall focus on the environmental issues listed below.

### Land Use and Planning

The Land Use and Planning section of the Draft EIR shall include, but not be limited to, discussions regarding the following:

- Consistency with surrounding area adopted plans, policies, and ordinances, including but not limited to the 1983 Squaw Valley General Plan and Land Use Ordinance and Truckee River Corridor Access Plan;
- Compatibility with surrounding land uses (existing and proposed); and
- Compatibility of land uses within the Town of Olympic Valley.

Per OPR's Incorporation Guide, the environmental analysis does not need to speculate on impacts which may result from unknown future city council actions with respect to land use. The Land Use and Planning section of the Draft EIR shall provide the necessary analysis outlined in Government Code Section 56668.

### Public Services

The Public Services section of the Draft EIR shall include, but not be limited to, discussions regarding the following:

- Current and proposed service providers;
- Potential increased demands associated with snow removal, road maintenance, fire protection, police protection, schools, parks, and recreation, as well as the ability of the Town of Olympic Valley to provide adequate services to meet demands;
- Change from a State Responsibility Area to a Local Responsibility Area with regards to fire prevention and suppression;
- Potential effects on the existing transit services provided by the Tahoe Area Regional Transit; and
- Consistency with relevant Placer County LAFCO policies.

The Public Services section of the Draft EIR shall provide the necessary analysis outlined in Government Code Section 56668.

### Utilities

The Utilities section of the Draft EIR shall include, but not be limited to, discussions regarding the following:

- Current and proposed utility providers;
- Potential new demand for utilities, including water, sewer, and energy, as well as



the ability of the Town of Olympic Valley to provide adequate services to meet demands; and

- Consistency with relevant Placer County LAFCO policies.

The Utilities section of the Draft EIR shall provide the necessary analysis outlined in Government Code Section 56668.

#### Climate Change

The Climate Change section of the Draft EIR shall include, but not be limited to, discussions regarding the following:

- Climate change regulations (from Assembly Bill 32 to present);
- Range of scientific findings related to climate change; and
- Evaluation of the relationship between the proposed project and global climate change.

Project alternatives and statutorily required sections shall also be included in the Draft EIR. In addition to the No Project Alternative required by CEQA, it is anticipated that the EIR will include at least one alternative with modified incorporation boundaries. The statutorily required sections shall summarize any identified significant and unavoidable, significant irreversible, growth-inducing, and cumulative impacts.

Existing information that will be made available to the selected consultant (see Available Information list above) should be sufficient to provide adequate information for preparation of the EIR. Placer County LAFCO assumes that additional technical studies would not be required.

#### Deliverables

- One (1) electronic copy and two (2) hard copies of Administrative Draft EIR
- One (1) electronic copy and two (2) hard copies of Screencheck Draft EIR
- One (1) electronic copy and ten (10) hard copies of Draft EIR, including 15 hard copies of the Executive Summary

Placer County LAFCO and Raney will prepare the Notice of Availability and Notice of Completion of the Draft EIR, and will deliver documents to the State Clearinghouse.

### *3. Preparation of a Final EIR*

All comments received on the Draft EIR during the public comment period will be made available to the consultant. The Final EIR shall include the following:

- List of commenters on the Draft EIR;
- Responses to the comments received on Draft EIR;
- Revisions to Draft EIR text, if appropriate; and
- Mitigation Monitoring and Reporting Plan.

#### Deliverables

- One (1) electronic copy and two (2) hard copies of Administrative Final EIR
- One (1) electronic copy and two (2) hard copies of Screencheck Final EIR
- One (1) electronic copy and ten (10) hard copies of Final EIR

#### 4. Meeting Attendance

The selected consultant will be expected to attend up to seven (7) meetings with LAFCO staff and/or the applicant team regarding the project, including the following:

- One (1) kickoff meeting with project staff (most likely to be held at Placer County LAFCO office in Auburn);
- Three (3) progress meetings with project staff to discuss status of Administrative Draft EIR and preliminary findings (most likely to be held at Placer County LAFCO office in Auburn);
- One (1) Draft EIR public comment meeting in Olympic Valley; and
- Up to two (2) LAFCO Commission Hearings (most likely to be held at Placer County Chambers building in Auburn).

The selected consultant should assist LAFCO as necessary for the above meetings and hearings, including potentially presenting at the meetings/hearings and responding to questions from staff, Commission, and the public on the EIR. In addition to the meetings described above, regular phone and e-mail communication with LAFCO staff should be anticipated.

#### **PROPOSAL REQUIREMENTS**

Proposals shall include the following additional information:

- A. A statement regarding the anticipated approach for this project.
- B. Technical Scope of Services
- C. A cost proposal, including:
  - i. A not-to-exceed total budget amount, including mileage and printing costs.
  - ii. The cost for each major sub-task identified in the scope of services, as presented in this RFP.
  - iii. The hourly rates for each person who will be involved in the work, including the rates for any sub-consultants.
- D. An overall project schedule, including the timing of major work tasks, progress, or draft reports.
- E. A statement of related experience, with emphasis on recent projects, including references for each such project (including the contact name, address and telephone number). Examples of directly relevant work may be included.
- F. A statement about the firm that describes history, competencies, and resumes of the principal and of all professionals who will be involved in the work. This statement should demonstrate the following:
  - i. An understanding of the role and functions of LAFCOs.
  - ii. Experience in preparation of EIRs, preferably involving incorporations.
  - iii. Experience in the presentation and dissemination of public information for review and comment.
  - iv. Identification of the lead professional responsible for the project and identification of the professional(s) who will be performing the day-to-day work.
  - v. Identification of any sub-consultants who will be involved. If sub-consultants are proposed, describe the work they will perform and include the same information for each sub-consultant as required for items B and C (budget and schedule) above.
  - vi. A statement regarding the availability of all the professionals who will

- be involved in the work, including any sub-consultants. This should include a disclosure of commitments on other major projects involving the same professionals.
- vii. Disclosure of potential conflicts of interest with local agencies in Placer County or within the incorporation area.

Information gathered from sources other than this RFP should not be relied upon for scoping purposes. Please direct any scope-related questions to Kristina Berry.

### **Budget**

Consulting firms should include a detailed project budget for the scope of services, as outlined in "B" and "C" above. The preparation of the EIR will be managed by LAFCO and the funding will be provided by the proponents of the Olympic Valley Incorporation. Subject to negotiation of a final agreement, it is anticipated that payments will be tied to task completion increments. Work will not be authorized beyond what the proponents have deposited with LAFCO at any given time. LAFCO will not be liable for payment beyond the balance of the proponent's deposits.

### **Tentative Schedule**

The schedule for this project must be consistent with the overall schedule for project processing and will be negotiated with the firm selected for the work prior to reaching an agreement.

### **SELECTION PROCESS**

A selection committee will be formed to review responses to this RFP. Written proposals will be evaluated by the selection committee based on the below criteria. Oral interviews of the most qualified applicants may be conducted. LAFCO reserves the right to modify the selection process at any time.

Final selection of the consultant will be based upon the evaluation of responses in the RFP and during the interview process if required. The successful firm will enter into a contract to be awarded by LAFCO covering the scope of services, budget, and schedule.

### **Evaluation Criteria**

If necessary, firms will be selected for further consideration and follow-up interviews based on the following criteria:

- ☐ Experience, knowledge, understanding, and qualifications
- ☐ Relevant work experience
- ☐ Completeness of the responses
- ☐ Overall project approach identified
- ☐ Qualification of key project team members
- ☐ Reference checks
- ☐ Proposed project budget

### **Conflict of Interest**

Proposers warrant and covenant that no official or employee of Placer County LAFCO, nor

any business entity in which an official of Placer County LAFCO has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to Placer County LAFCO. Proposers will notify LAFCO of any potential conflict of interest regarding other work or third party contracts.

## **INDEMNIFICATION**

The successful proposer shall be required to enter into an agreement to defend and indemnify Placer County LAFCO, its officers, and employees against liability for injury or damage caused by a negligent act or omission of the contractor in the performance of the agreement and shall hold LAFCO harmless from any loss occasioned as a result of the performance of the agreement by the contractor.

## **INSURANCE REQUIREMENTS**

The successful proposer shall be required to maintain at all times during the performance of the agreement the following insurance coverage:

Commercial General Liability Insurance with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage, including contractual liability, personal injury, products and completed operations.

Business Automobile Liability for owned, non-owned, or hired automobiles with a combined single limit of not less than \$1,000,000 per occurrence.

### Workers Compensation & Employers Liability Insurance

1. Workers Compensation - Statutory Limits
2. Employers Liability Insurance - with a limit of not less than \$100,000 per employee.

Additional Insured Endorsement - The policy or policies providing insurance as required above, with the exception of personal automobile liability, workers compensation, and employer's liability, shall be endorsed to include Placer County LAFCO, its directors, officers, employees, and agents as Additional Insured as respects work performed pursuant to or incidental to the Agreement.

Evidence of Insurance - Before commencing any operations under the Agreement, the successful proposer shall furnish the Placer County LAFCO with a Certificate of Insurance and copies of all applicable endorsements evidencing compliance with the above insurance requirements and that such insurance will not be canceled or materially changed without thirty (30) days advance written notice.

Duration of Insurance Coverage - All required insurance coverage shall be maintained during the entire term of the Agreement. Insurance coverage written on a claims-made basis shall be maintained during the entire term of the Agreement and further until at least 6 month(s) following termination and acceptance of all work under the Agreement, with the retroactive date of said insurance, concurrent with the commencement of activities pursuant to this Agreement.



## **SUBMISSION REQUIREMENTS**

DUE DATE AND TIME: Tuesday, February 17, 2015 at 4:00 pm

Proposals received after this date will not be considered and will not be returned. Cost of preparation of proposals shall be borne by the proposers.

NUMBER OF COPIES: Two (2) hard copies and one (1) electronic copy

DELIVER TO: Kristina Berry, AICP  
Executive Officer  
Placer County LAFCO  
110 Maple Street  
Auburn, CA 95603

If the delivery will be made in person, please contact the Placer County LAFCO office in advance at (530) 889-4097 to ensure acceptance.

LAFCO reserves the right to reject any or all proposals, to issue addenda to the RFP, to modify or cancel the RFP, to request clarification of any information that is submitted, to request additional information from competitors, and to waive any irregularity in the proposal submission and review process.

## **CONTACT INFORMATION**

Please direct all inquiries regarding the RFP process or proposal submission to:

Kristina Berry, AICP  
Executive Officer  
Placer County LAFCO  
110 Maple Street  
Auburn, CA 95603  
[kberry@placer.ca.gov](mailto:kberry@placer.ca.gov)